

**Library of Congress**  
**Acquisitions and Bibliographic Access Directorate**  
**Beacher J. Wiggins, Director**  
**Report for the Fiscal Year Ending September 30, 2005**

The Acquisitions and Bibliographic Access Directorate (ABA) achieved remarkable success in fiscal year 2005. The acquisitions divisions acquired more than two million items for the Library of Congress collection, improved vendor plans, and expanded acquisition of digital content for the collection. The bibliographic access divisions and Serial Record Division completely cataloged more than 312,000 bibliographic volumes, a production record for these divisions. The directorate successfully integrated the overseas offices into its overall acquisitions and bibliographic access processes, provided relevant, essential training, developed standards and policy for bibliographic access, and distributed cataloging data and state-of-the-art cataloging tools to the information community. In the last quarter of the fiscal year, ABA began to redesign all its workflows with the goal of fully merging acquisitions and bibliographic access in order to reduce costs, make optimal use of scarce language and subject expertise, and provide users with timelier, enhanced access to the Library's collection.

Fiscal 2005 was the first full fiscal year of operations for the Acquisitions and Bibliographic Access Directorate, which was formed by the merger of the former Cataloging and Acquisitions directorates as part of the Library Services realignment that took effect July 2, 2004. The realignment grouped most of the fifty-three Library Services divisions into five directorates: Acquisitions and Bibliographic Access; Collections and Services; Partnerships and Outreach Programs; Preservation; and Technology Policy, with the goal of emphasizing the collection; streamlining the processes of acquisitions and cataloging; and recognizing electronic resources as an increasingly important component of the collection. The new ABA Directorate encompassed acquisitions and cataloging functions, recognizing that both functions serve the goal of building the Library's collection and providing access to information and knowledge. The acquisitions divisions include the Acquisitions Fiscal Office, African/Asian Acquisitions and Overseas Operations Division (AFAOVOP), Anglo-American Acquisitions Division (ANAD), European and Latin American Acquisitions Division (ELAD) and Serial Record Division (SRD). The bibliographic access divisions are the Cataloging Distribution Service (CDS) and the eight divisions of the former Cataloging Directorate: Arts and Sciences Cataloging Division (ASCD), Cataloging in Publication Division (CIP), Cataloging Policy and Support Office (CPSO), Decimal Classification Division (DEWEY), History and Literature Cataloging Division (HLCD), Regional and Cooperative Cataloging Division (RCCD), Social Sciences Cataloging Division (SSCD), and Special Materials Cataloging Division (SMCD). In addition, the Instructional Design and Training Division (IDTD, formerly the Technical Processing and Automation Instruction Office) became part of ABA administratively, although it provided training and course development for the entire service unit. The new directorate's success in fiscal 2005 demonstrated the effectiveness of the merger and paved the way for a complete merger of all functions and workflows in the coming fiscal year.

### Physical Moves

Several large ABA work areas were moved or reconfigured during the year. In March 2004, the Children's Literature Team, History and Literature Cataloging Division (HLCD), had been relocated as part of the reconfiguration of room LM 555 in the James Madison Memorial Building. This fiscal year HLCD worked with Facilities Design and Construction to plan for the ergonomic reconfiguration of LM 543 and LM 545. The ergonomic reconfiguration has been postponed. The Acquisitions Fiscal Office and much of the African/Asian Acquisitions and Overseas Operations Division (AFAVOVOP) moved from the sixth floor of Madison to the fifth, bringing them closer to the bibliographic access production divisions while freeing space for the Office of Strategic Initiatives on the sixth floor. In the Adams Building, the Cataloging Policy and Support Office (CPSO) moved its Subject Headings Editorial Team and PreMARC/Quality Control and File Maintenance Team in order to make space for the Network Development and MARC Standards Office. The Instructional Design and Training Division moved from the fifth floor of Madison to spacious office quarters and classrooms in the Adams Building. The divisions' management teams and automated operations coordinators did a commendable job in coordinating the moves of staff and equipment in order to achieve a more efficient and rational use of limited space in the work areas.

### Acquisitions Work

Strengthening and safeguarding the Library's unparalleled collection of scholarly and creative resources is the first priority of Library Services. Throughout fiscal 2005, the Acquisitions and Bibliographic Access Directorate worked tirelessly to acquire print, electronic, audio-visual, and special format resources from both the United States and other countries. The acquisitions specialists obtained materials for the collection by purchase, gift, exchange, transfer from other government agencies, and license or subscription and applied the Library's selection guidelines to ensure that all material obtained was suitable for addition to the Library collection. In addition, many ABA staff members served as recommending officers in specialties such as Lithuanian and Icelandic.

The three acquisitions divisions—ANAD, ELAD, and AFAOVOP—with the support of the Acquisitions Fiscal Office obtained 957,840 pieces for the Library collection through purchase, gift, exchange, or transfer from other government agencies. The gift coordinator in ANAD also facilitated the receipt of more than one million gift items that were sent directly to the custodial divisions. In addition, the Cataloging in Publication Division obtained 66,011 books submitted to meet Cataloging in Publication and Preassigned Card Number program requirements. The divisions purchased 507,993 items using the GENPAC (Books General Purchase, Acquisitions, and Cataloging) Fund in addition to 176,855 items purchased for the Law Library of Congress and 16,389 purchased using specially appropriated funds to strengthen the Library's holdings in Africana and certain other subjects. Gift and trust funds were used to purchase 7,159 items. The total of 708,396 pieces purchased decreased significantly

from the 808,300 purchased in fiscal 2004, an indication primarily of the declining purchasing power of the dollar against various important foreign currencies.

Two staff members in ANAD coordinated and maintained the bulk of the Library's electronic resource acquisitions. This included coordinating the selection and acquisition, obtaining licensing agreements to allow Library of Congress users access to e-products, and soliciting and maintaining logons and passwords that allowed access to e-products. The Collection Policy Committee Subcommittee on Electronic Resources led the way in increasing the number of electronic resources available at the Library. The trend to purchase electronic content in place of subscription access continued, but \$1.3 million was expended on electronic access; \$13,500 was expended on electronic media; and \$5,000 was expended on electronic journals. An alternative form of license language regarding jurisdiction was developed by Library of Congress General Counsel's Office that was found acceptable by several foreign vendors. This language enabled the Library to sign several license agreements and acquire foreign databases via purchase and gift.

The acquisitions divisions obtained 148,696 pieces for the Library collection from the Library's various exchange partners and 75,217 government documents, more than half of which were issued by state or local government agencies. These divisions received and processed 25,531 pieces, chiefly print, as gifts to the Library. In addition, the gift coordinator in ANAD worked with the Collections and Services Directorate to obtain 1,064,908 items that were sent directly to the special collections divisions. The acquisition of materials by gift represented a large workload for ABA, as the gift coordinator arranged for forty new signed Instruments of Gift, one signed Agreement of Loan with fifteen more agreements pending at year's end, plus seventy-eight separate additions to existing collections with signed Instruments of Gift on file and ten separate additions to existing deposit collections with signed Agreements of Deposit on file. A total of 127 separate gifts were accepted without formal Instruments of Gift. The gift coordinator arranged for forty-seven commercial shipping movements and seventy-one movements by Federal Express.

The Serials Moratorium Recovery Project, staffed by all acquisitions units including the overseas offices, ordered 2,538 new serial subscriptions totaling more than \$182,000 beginning in late spring, after the two-year moratorium on orders for new serials was lifted. Although \$222,000 was allocated for the project, expenditures were reduced by obtaining new subscription titles published in the U.S. through Copyright claim rather than purchase. The receipts of serials on exchange continued the downward trend of recent years, particularly exchanges with many European governments that now publish largely in electronic form.

In addition to acquisitions intended for the Library collection, the acquisitions divisions carried a large workload of other processing tasks. The divisions shipped 243,335 pieces to the Library's exchange partners and disposed of 80,763 surplus items. An additional 246,000 pieces that were received on transfer from other government

agencies were not selected for the Library of Congress collection and were sent to the General Services Administration for disposition.

In ANAD, the most far reaching development for the division was the training and extension of selection authority to a trial group of Copyright examiners, a recommendation of the Copyright Business Process Improvement Plan. This was the first time that selection authority for the General Collection was distributed outside Library Services. The examiners were trained for selection duties by ANAD's selection officers, with special assistance from an instructor in IDTD. The examiners began performing selection activities on a part-time basis (two days a week). For a period of time their work will be reviewed by the Library Services selection officers. At the end of the fiscal year, the trial appeared to be successful with consideration for expansion of the program.

Serials consolidation continued to prove its worth. All purchase subscriptions from Australia and the United Kingdom, except those received on standing orders, were received consolidated. The vendor handled claiming, stamped the serials with Library of Congress ownership marks, and shipped subscriptions in bulk. Continued emphasis was placed on hard-to-acquire areas including Australian and New Zealand law, European legal materials published in the United Kingdom, and Channel Island, Irish, New Zealand, Scottish, and Welsh imprints. For all serials obtained by ANAD, the division handled serials check-in functions. Serial titles were sent directly to the Binding and Collections Care Division, Serial and Government Publications Division, or the appropriate custodial division. Decentralizing serial check-in reduced processing time and kept arrearages of incoming serial titles to a minimum.

The ANAD Government Documents Section acquired a total of 250,371 items this fiscal year, within the usual range of receipts from fiscal year 2003 and earlier. (Receipts in fiscal 2004 included a large amount of Federal Advisory Committee material that increased the year's receipts.) The total reflects material received under the provisions of Title 44, U.S. Code for documents issued by the United States Government and those publications received through depository arrangements with state and local governments in the U.S.

The acquisitions divisions improved the security of the in-process collection in several ways this year. Staff in ANAD began laser-embossing audiocassettes, videocassettes, compact discs, and DVDs (Digital Versatile Disks) upon receipt, ensuring that these valuable materials were marked as Library property without being damaged by the marking process. In order to permit staff to lock all doors to acquisitions work areas, card readers were installed for door security in ANAD; at year's end they were not yet operational. Plans were developed to implement security stripping and edge-marking of books and bound serial volumes acquired by purchase, gift, or exchange early the next fiscal year.

The divisions also strove to achieve more efficient processing, making extensive use of

vendor Websites to order approval plan material online and adding citations to the Library's TrackER tracking system for online resources, e-publications, and government Websites. A former serials cataloger was reassigned to the Government Documents Section, ANAD, as a librarian in the new hybrid acquisitions/cataloger professional job description developed by ANAD and Serial Record Division managers, with a view to improving throughput time of documents to the stacks by performing cataloging closer to the point of receipt. The acquisitions divisions established a GS-13 specialist position this year, in alignment with the GS-13 cataloging specialist position that was certified in 2002. Late in the year blended position descriptions were also created for GS7-9 technician duties that cover all activities currently performed by acquisitions, cataloging, and serials control technicians. The acquisitions divisions ceased providing initial bibliographic control for compact discs, finding that technicians in the Special Materials Cataloging Division could do so more efficiently.

In AFAOVOP, the Chinese Acquisitions Section prepared for the US-China Economic & Security Review Commission's visit to the Library on September 14, processing almost 500 new titles on topics of particular interest to the Commission for display in the Asian Division. In reply to a question from a Commission member, the acting chief of AFAOVOP drafted a paper explaining the highly developed book trade in China, which makes it unnecessary for the Library to establish an overseas office there.

#### Overseas Offices

The Library's overseas offices, administered in AFAOVOP, continued to acquire and catalog materials from countries in which the book trade is not well developed; to provide preservation controls such as binding and microfilming for many materials they acquired; and to conduct the Cooperative Acquisitions Program (CAP) to enable other libraries to acquire materials for their own collections on a cost-recovery basis. The offices and the AFAOVOP staff in Washington budgeted and managed resources such as leased office space and residences; building operations and maintenance; inter-agency service agreements with the Departments of State and Defense; complex local information technology operations; distributed acquisition of office, automation, and automotive supplies; and microform preservation equipment and supplies. In managing nearly 250 foreign service national employees in the overseas offices, AFAOVOP considered the fluctuations in value of the dollar; changes in employment laws in each country; the new computer-assisted job classification system implemented by the Department of State for foreign employees; and emergencies affecting the complex activities and resources managed by the overseas offices.

The overseas offices made major progress this year toward full integration with the Library's acquisitions and bibliographic access processes in Washington. Late in fiscal 2004, Library Services decided to retire IFOS, the legacy Integrated Field Office System, and to implement the Library of Congress ILS, which uses the Voyager software produced by Endeavor Information Systems, Inc., in the overseas offices. From January 31 through February 11, 2005, the head catalogers and systems administrators of all the offices (in Rio de Janeiro, Brazil; Cairo, Egypt; New Delhi, India;

Jakarta, Indonesia; Nairobi, Kenya; Islamabad, Pakistan; and the sub-office in Bangkok, Thailand) traveled to Washington for intensive training in the ILS cataloging module for all types of material including electronic resources, microforms, and maps. They then trained the staff in their offices. By the end of the year, all offices were able to catalog independently in the ILS, without review by Washington staff.

In April, the directors of the six offices and their financial analysts were trained in use of the ILS acquisitions module and Momentum, the Library's online financial system, during the 2005 Field Directors Conference in Washington. This conference also covered the Library's collection policy and digital initiatives, with the goal of involving the overseas offices more closely in the development of digital content.

An outgrowth of the April conference was recognition of the need for a new Cooperative Acquisitions Program (CAP) automated system that would meet auditors' requirements regarding the CAP revolving fund and clients' increased expectations for service. The overseas offices and AFAOVOP Washington staff worked with the Library Services Technology Policy Directorate to develop a comprehensive request for proposal for a replacement system. When no proposal met the budget requirements for the CAPS project, the solicitation was canceled. An alternate plan, CAPS-AD (Cooperative Acquisitions Program System - Alternative Development), was under development at year's end. The alternative system included budgeting at much lower and affordable levels, making use of the information technology expertise and superior knowledge of the business model residing in each office in order to design a new system.

The Rio de Janeiro Office fully implemented serial check-in, enabling issues of more than 800 current serial titles to be sent directly to the custodial divisions. The Cairo Office began to check-in and ship bound, shelf-ready serials to the Library's Washington campus.

Two Congressional staff delegations visited the Nairobi and Jakarta offices this year to evaluate how those offices might participate in technical assistance to the Kenyan and Indonesian parliamentary libraries. Congressman Robert W. Ney (R-Ohio), Chairman, Committee on House Administration, received a briefing from the Field Director in Cairo on office activities. The Islamabad Office hosted a delegation from the Law Library of Congress to Pakistan to promote the Global Legal Information Network (GLIN), assisting with arrangements and introductions to key legal persons and institutions.

During the year, the overseas offices acquired and shipped to Washington a total of 242,612 pieces for the Library. Of these, 33,767 were monographs. For CAP participants, the offices supplied a total of 474,500 pieces this year. The offices contributed 36,731 bibliographic and 16,063 authority records to the Library's database.

#### Shelf-Ready Pilot Project

The shelf-ready pilot project tested the feasibility of obtaining shelf-ready books from an approval plan dealer. In March, 2004, Casalini Libri, the Library's Italian approval plan

dealer, had offered to provide Italian books "shelf ready," i.e., with the cataloging and a certain amount of physical processing already completed. The Library responded positively to the Casalini proposal, both because of the ever-growing workload that had resulted from rapidly expanding publication of electronic journals and databases and because of the dwindling number of trained staff in Library Services as a result of staff attrition. Planning for the "Casalini Shelf-Ready Pilot Project" began in summer 2004 with an assessment of bibliographic records created by Casalini staff. The assessment determined that Casalini Libri had the potential to supply acceptable shelf-ready products, but would need to improve its cataloging, particularly the descriptive aspect.

Beginning in fiscal 2005, staff from ELAD, SSCD, and HLCD, with the help of the Technology Policy Directorate, the Cataloging Policy and Support Office, and the cataloging automation specialist, designed the pilot project in three phases. The first two phases involved the contribution of 2,200 Casalini-produced bibliographic records, with associated authority work for the final 400, in compensation for intensive training, review, and feedback to Casalini by Library of Congress experts. After "LC core level" was chosen as the standard for the bibliographic records created by Casalini (as it is for cataloging produced at the Library of Congress), a cataloging supervisor provided descriptive cataloging classroom training for Casalini staff in March, 2005, and authority record classroom training in July. The director for Acquisitions and Bibliographic Access presented the project to the library community at several venues during the American Library Association Annual Conference and in electronic discussion lists. At the end of fiscal 2005, the project was ready to enter the production phase, pending resolution of issues of distribution and redistribution of Casalini records to and through the bibliographic utilities. (Agreements were reached in October, 2005, which would enable the project to proceed into Phase 3, production, early in fiscal 2006.)

The shelf-ready pilot project has already had a dramatic impact on the workload of the Western European Acquisitions Section, ELAD, enabling it to reassign three staff members who were needed elsewhere. The pilot project also revealed, however, that the impact on the workload of bibliographic access reviewers and trainers was more burdensome than originally predicted, as more than three full-time equivalent staff positions were devoted to cataloging review for half the fiscal year.

#### Acquisition of Slavic Materials

The staff of ELAD managed arrangements with new vendors in Slovakia and Bosnia-Herzegovina, processed greatly increased receipts from the exchange with the National Library of Macedonia, and reinstated the National Library of Serbia as an official exchange partner. An innovative agreement with the Croatian Ministry of Culture guaranteed that the Library of Congress would receive on exchange all commercially published Croatian titles that met selection guidelines and would identify these titles as the Marko Marulic Collection. Discussion continued over the "Exchange Center 91-01" project, which eventually will include construction of a physical research center at the National Library of Serbia and a Website, documenting the Milosevic era in the former Yugoslavia. This year ELAD sent the National Library of Serbia more than 1,200

annotated bibliographic records for relevant titles in the Library of Congress collection.

Cooperation with the European research library consortium Elektronische Zeitschriftenbibliothek (EZB) grew closer in the past year and has expanded to include the International Electronic Exchange (IEX) program and discussions with the Deutsche Bibliothek, the Staatsbibliothek zu Berlin, and the Bavarian State Library. Several Library of Congress staff met in October, 2004, in Frankfurt, Germany, with representatives of these German institutions to discuss the exchange of government journals in an electronic environment. Much of the ensuing discussion focused on exchange of metadata for e-journals. The Library of Congress sent several thousand bibliographic records to the Deutsche Bibliothek in return for some 16,000 records from the Zeitschriftendatenbank (ZDB), the German database for serials metadata.

#### Duplicate Materials Exchange Program (DMEP)

An outgrowth of a business process improvement project initiated in 2002, DMEP has as its goals to maintain or improve equitable exchanges with active partners; reduce ABA staff time needed to manage exchange programs; reduce space used to store duplicates, list materials, and pack items; reduce expense by reducing the number of times that items are physically handled; and implement a Web-based customer interface to replace paper lists.

At the start of the fiscal year, all steps in this process had been completed. Exchanges with partners around the globe, previously handled by various sections throughout the acquisitions divisions, had been reassigned to be centrally serviced through DMEP.

In the first half of the year, acquisitions staff worked with staff from SQN Solutions, a contractor, to develop the software and Website to host an online interface for the program. Web DMEP was launched at the end of July, with launch letters, instructions and passwords airmailed to 3,063 partners in 118 countries. The site employs shopping cart functionality to allow the Library's exchange partners to select materials that they would like to receive in exchange for materials that they send to the Library.

Web DMEP offers many improvements over the traditional process of distributing printed lists of available materials and soliciting selections from hundreds of partners at the same time. Improvements include instantaneous selection and inventory control; partner access to an entire database of available titles in all subject areas; support for a variety of searching methods; immediate feedback on exchange requests and quotas; and much faster shipping of materials requested, since orders do not have to be batched. For exchange partners that are unable to use Web DMEP, the program continued to distribute printed lists containing a different, but comparable, selection of books. In fiscal 2005, the Library sent its exchange partners 11,197 books requested from printed DMEP exchange lists and 4,574 books requested from Web DMEP. Thus, Web DMEP accounted for nearly one third of all exchange requests, although it was in operation for only the last two months of the fiscal year.

### National Serials Data Program

The ISSN (International Standard Serial Number) continued to be in great demand as a key to identification and management of continuing resources, especially electronic serials. The National Serials Data Program (NSDP), Serial Record Division, worked the better to meet the needs of ISSN users in the electronic environment and to create efficiencies in the NSDP workflow. The program also contributed to the revision of the ISSN standard, ISO 3297, to enable it to function better in the electronic environment.

Requests for ISSN to be assigned to electronic resources continued to represent an increasing portion (twenty-nine percent) of ISSN requests. Of the approximately 5,500 ISSN assigned in fiscal 2005, more than 1,600 were for e-resources. NSDP developed a Web form for CONSER libraries to request ISSN assignments for resources they identified as needing ISSN to populate knowledge bases such as those used by the Library's ERMS (Electronic Resources Management System) and OpenURL resolvers. NSDP began work with OCLC, Inc., on a project to assign ISSN to e-resources identified by use of a vendor database.

### Sabre Foundation Collaboration

The Sabre Foundation operates a program that donates books to developing and transitional countries worldwide. Sabre representatives met on May 12 with the Librarian of Congress to discuss potential collaborations. One possibility discussed was that the Library use its exchange program to distribute some of Sabre's book inventory. In such a scenario, the Library would pay for shipping the books and for any additional services required of Sabre.

After several follow-up visits between acquisitions staff and Sabre's executive director and book program manager, Library Services approved a budget request for fiscal 2006 to support collaborative pilot efforts that would result in the transport of two overseas shipping containers to separate destinations, most likely Indonesia and Kosovo.

### Bibliographic Access to Library Materials

The bibliographic access divisions, including the Serial Record Division, in fiscal 2005 cataloged a total of 312,818 bibliographic volumes (new works, added volumes, and items added to collection-level records), the highest total in their history, representing an increase of more than six percent over the 294,510 bibliographic volumes cataloged in fiscal 2004. Production of full or core original cataloging, the most expensive category of cataloging for the general collection, increased very slightly to 185,531 bibliographic records compared to 185,309 the previous year. These records have full description, subject analysis, and Library of Congress Classification numbers, as well as full authority records for all descriptive and subject access points, which are drawn from controlled vocabularies. The BA divisions cleared only 508 print items on eighty new collection-level cataloging (CLC) records; access points on CLC bibliographic records are in authorized forms from controlled vocabularies and are supported by authority records when needed to distinguish entities with identical names. The NUCMC (National Union Catalog of Manuscript Collections) Team, SMCD, created an

additional 4,361 CLC records with full authority support from surrogates for archival manuscript collections; although overall CLC production declined from the previous year, the NUCMC Team's production increased for the ninth year in a row.

In all other categories, the BA divisions and Serial Record increased production, utilizing less expensive modes of cataloging in order to meet production goals while providing effective access to collection materials. Production of minimal-level cataloging records increased 21.45 percent, to 28,993, providing timely and cost-effective access to items that do not generally require fuller cataloging or authority records for access points. Copy cataloging production also showed an impressive increase of more than twenty percent, to 55,925 records compared to 46,363 in fiscal 2004. Two pilot copy cataloging initiatives utilizing innovative workflows contributed to the increase. The Serial Record Division also introduced copy cataloging this year, producing a total of 788 copy-cataloged titles, and increasing its total production in all categories to 13,827 new records and 6,000 International Standard Serial Numbers assigned to new serials.

The Rare Book Team, SMCD, cleared 11,046 items, including 8,669 items for the Rare Book and Special Collections Division (RBSCD), 1,401 for the Law Library, 464 for the Prints and Photographs Division (P&P), two for the Music Division, sixteen for the Manuscript Division, five for the Geography and Map Division, and 482 for the general collection. These numbers included 407 rare serial volumes.

Production of name authority work by Library of Congress staff decreased in most categories this year, reflecting the use that ABA made of authority work performed by its cooperative cataloging partners. The BA divisions, with SRD and the overseas offices administered in AFAOVOP, created 88,828 new name authority records, a decrease from 92,311 the previous year, and 9,056 new series authority records, an increase of more than three percent over the 8,770 new series authorities created last year. Changes to name and series authority records totaled 60,747, compared to 72,494 in fiscal year 2004. In-house production of subject and classification authority records, on the other hand, generally increased. Total new subject headings including those produced by catalogers and by the Subject Heading Editorial Team, CPSO, numbered 6,678 (an increase of nearly 4.5 percent over fiscal year 2004), bringing the size of the entire subject headings database to more than 290,000 records. Total changes to subject headings numbered 6,020, compared to 6,313 in fiscal year 2004. Catalogers proposed 1,747 new numbers in the Library of Congress Classification, an increase of 9.53 percent from the previous year, and changes to 132 Classification numbers.

#### Cataloging in Publication (CIP) and Electronic Cataloging in Publication (ECIP)

The United States established the world's first Cataloging in Publication (CIP) program in 1971 to provide cataloging in advance of publication for those works most likely to be widely acquired by the nation's libraries. In the third of a century since then, the U.S. CIP program has produced cataloging for 1,334,997 titles, creating records by

examining the galleys submitted by publishers and verifying those records after the book is published to ensure that the LC catalog accurately reflects the books. In fiscal 2005 alone, the bibliographic access divisions cataloged 54,002 CIP titles, using the same highly trained professionals, applying the same standards, as for published books. This figure was a slight increase over the 53,349 CIP titles cataloged in fiscal 2004. Average throughput time was 12.2 days (improved from 12.7 days in fiscal 2004), with 75 percent of all CIP records completed within fourteen calendar days; throughput is a critical performance measure because publishers need to receive the completed cataloging in time to include it in their publications.

The CIP Division carried out the administration and development of the CIP program. The division continued to encourage publishers to opt for the Electronic Cataloging in Publication program (ECIP); during the year the number of participating ECIP publishers increased more than fourteen percent, to 3,668, and 66 percent of all CIP titles were submitted as ECIP galleys. Since they are submitted electronically, ECIP galleys are cataloged much more quickly—often within a few hours of receipt—and without the expense of mailing and handling paper galleys. Electronic galleys also tend to be more complete than paper galleys, enabling catalogers to perform more thorough subject analysis in advance of publication.

The CIP Division also was responsible for the Electronic Preassigned Card Number program, which assigns Library of Congress Control Numbers (LCCNs) to titles that either did not qualify for the CIP program or were submitted too late to receive full cataloging in advance of publication. In fiscal 2005, fully automated techniques were used to assign 30,271 LCCNs in the EPCN program, compared to 28,290 such assignments in the previous fiscal year.

The CIP Division also searches and creates initial bibliographic control (IBC) for books received through copyright that are selected for the Library's collection. To provide this essential step in bibliographic control, CIP Division staff searched 193,463 copyright receipts in the LC ILS, compared to only 132,000 the previous year. Staff found OCLC cataloging copy for 11,993 titles (nearly twice the figure of 7,254 in fiscal year 2004), and created 19,230 IBC records, a six percent increase compared to 18,070 in fiscal year 2004. The division also acquired 66,011 books in compliance with CIP and EPCN program obligations; received, sorted, and routed a total of 244,143 books to the BA divisions; and performed CIP verification of 9,035 titles to ensure that the bibliographic record created in advance of publication accurately reflected the published book.

#### Bibliographic Enrichment Projects

The chief of the Regional and Cooperative Cataloging Division also heads the Library's inter-divisional Bibliographic Enrichment Advisory Team (BEAT), which is responsible for initiating research and development projects to increase the value of cataloging products to library users. The team's best-known project is the enrichment of online catalog records by providing electronic table of contents data (TOC). In fiscal 2005 BEAT-developed software supported the inclusion of TOC in more than 42,000 records

for Electronic Cataloging in Publication titles and enabled links to and from another 6,300 catalog records to D-TOC, or digital tables of contents, which resided on a server. Links to TOC were also provided by the BEAT ONIX projects, which link LC catalog records to tables of contents, publisher descriptions, sample text, book jacket illustrations, author information, and reading group guides provided by publishers in ONIX, the standard for communicating book industry product information in electronic form. At year's end there were more than 330,000 links, including links to more than 7,500 sample texts and more than 63,000 publisher descriptions of their publications. The Library counted approximately 3.5 million visits this fiscal year to the D-TOC and ONIX records residing on its server; there have been a total of more than 7.5 million visits since the project began in 2001.

In fiscal year 2005, BEAT expanded its Review Project, which began with links from catalog records for selected monographs in the LC collection to *H-NET Reviews*, by linking to book reviews in publications such as *Education Review* (Arizona State University) and *Bryn Mawr Classical Review* (Bryn Mawr College and the University of Pennsylvania), publications that are freely accessible on the Internet. In addition, with the help of a Leadership Development Fellow, BEAT established the foundation for a further expansion later in the year to include Baker & Taylor's Yankee Book Peddler Library Services' online publication, *E-STREAMS*, which provides reviews in the fields of engineering, agriculture, medicine and science.

Initiated in fiscal year 2001, the "Web Access to Publications in Series" project has resulted in links to 338 social science monographic series in electronic form. Through these links, the project has provided access to the full electronic texts of tens of thousands of individual titles. More than half of these series were previously not represented in the LC database. Last year, this project prompted creation of a computer application (dubbed Web Cat Assistant) to aid catalogers in creating bibliographic records for monographs for series of especially high research value. In fiscal year 2005, 3,263 such records were created using this program. To explain and publicize this project and Web Cat Assistant, a Web accessible video recording was produced and mounted at: <<http://www.loc.gov/catdir/beat/webcatvideo.html>>.

Another noteworthy BEAT project has continued this year to provide significantly improved access to pre-1970 Congressional hearings, resulting in improved service to the Congress, centralized availability of information now widely dispersed throughout the Library's collection, modernization and uniformity of catalog formats for the hearings, and addition or inclusion of other information, such as the existence and location of alternate data sources. Completed in fiscal year 2005 was processing of all the Senate hearings, except for those "not on shelf", for a total of 4,000. By year's end, 2,000 records for House hearings had also been upgraded.

#### Cooperative Cataloging Programs

The Program for Cooperative Cataloging (PCC) is an international consortium of more than 500 institutions dedicated to increasing the pool of authoritative cataloging data

that can be shared by members and to providing training, documentation, and standards to support the provision of bibliographic access. Throughout the year, ABA supported the PCC through training, documentation, review, and administrative support. The Regional and Cooperative Cataloging Division provided the secretariat for NACO, the name authority component of the PCC; SACO, its subject and classification authority component; and BIBCO, the component that encourages contribution of monograph bibliographic records. The Serial Record Division provided equivalent support for the serial cataloging component, CONSER, which was the first cooperative cataloging program in the United States.

The PCC produced 171,988 new name authorities, 5,916 new or updated subject and classification authorities, and 94,000 bibliographic records to internationally accepted standards and therefore available for use by the Library of Congress and other institutions throughout the information community. Fifty-six institutions joined the PCC in fiscal 2005. Several new training opportunities were offered, including twenty workshops on subject cataloging.

For CONSER, ABA provided three trainers and 2 full-time professional staff to provide continuing support to member libraries. Two new libraries, Michigan State University Libraries and Connecticut State Library, joined the program and were fully trained. A third library was recruited; changes in administrative requirements delayed its full membership until fiscal 2006. The directorate continued to administer CONSER's Serials Cataloging Cooperative Training Program, in which 63 training workshops were conducted during the year.

#### Decimal Classification Division

The Decimal Classification Division served libraries throughout the world by classifying 114,386 books in English and other Western European languages, using the Dewey Decimal Classification (DDC), at a rate of 9.52 titles classified per hour. Comparable figures for fiscal 2004 were 106,000 and 9.35. The division's nine classifiers worked closely with the editor of the DDC, who is an employee of OCLC, Inc., but maintains offices at both OCLC and the Library of Congress, and with the four assistant editors.

The nine classifiers undertook a very ambitious and time-consuming cross-training program to ensure that staff could classify the full range of incoming materials even after the probable retirements of several classifiers early the next fiscal year. In addition, the division began to explore the feasibility of developing software that could support the automated assignment of Dewey numbers, as mandated by the Bibliographic Access Management Team's strategic plan for fiscal years 2005 and 2006. In the last month of the fiscal year, the division adopted a single-segmentation policy (to include a single mark that shows the end of the abridged DDC number for use in smaller library collections) in order to simplify assignment of Dewey numbers and thereby reduce costs.

The Editorial Policy Committee (EPC), the governance body for the DDC, met at the

Library of Congress twice during the year. Division staff prepared exhibits and minutes for the meetings. In response to growing interest in graphic novels, the EPC approved an expanded 741.5 schedule (Cartoons, caricatures, comics, graphic novels, fotonovelas) for testing, with the draft schedule posted on the Dewey Web page for comments and suggestions. The assistant editors contributed throughout the year to forthcoming translations of DDC into French, German, Swedish, and Vietnamese. The demand for translations continued, as DDC remained the world's most widely used library classification scheme.

### Music Cataloging

Following OCLC, Inc.'s announcement that it could no longer batch-process Library of Congress sound recording initial bibliographic control records (IBCs) to supply matching complete OCLC records, the Special Materials Cataloging Division (SMCD) designed a new processing workflow for compact discs (CDs) and implemented a pilot at the end of April 2005. Created consultatively with the Motion Picture, Broadcasting, and Recorded Sound Division (MBRS), the workflow combines manual technician-generated copy cataloging and brief record creation. The technicians use two software programs developed by SMCD and MBRS to search and import utility copy and create brief MARC 21 records. This workflow is labor-intensive, however, and production declined as a result. Retrospective processing of CDs was put on hold, but despite a full-time concentration on current receipts, a backlog of popular music CDs was growing at year's end. Eventual implementation of a licensing agreement with a commercial music database will rectify this decline. An additional workflow allowed music catalogers, after a hiatus of several years, to select and catalog current classical sound recordings for which no copy was found; unselected classical CDs received brief technician-generated records.

In February 2005, Copyright staff and one SMCD cataloger received training in Music Division selection policies. Items selected in Copyright were routed directly to SMCD. This results in more efficient and timely cataloging. Music catalogers in SMCD, trained in the selection guidelines, identified inappropriately selected materials.

Music catalogers worked with language specialists in the Regional and Cooperative Cataloging Division to clear a backlog of sound recordings in a dozen non-Western languages. Staff populated data in a brief-level descriptive template and provided broad subject headings and end-stage processing. This year's completions totaled 1,553: Arabic (153); Chinese (122); Ethiopian languages (30); French (34); German (21); Hindi (50); Italian (21); Korean (5); Persian (233); Portuguese (41); Russian (5); and Vietnamese (838). In addition, responding to a request from the African and Middle East Division, SMCD began a processing plan for nearly 500 Persian classical music sound recordings (CDs) being purchased by MBRS.

### Policy and Standards

The Cataloging Policy and Support Office provided leadership in the creation and implementation of cataloging policy within the Library of Congress and in the national

and international library community; supported the effectiveness of the cataloging staff at the Library of Congress through guidance, advice on cataloging policy, and maintenance of bibliographic, authority, and classification records; and developed and supported national and international standards for structure and content of bibliographic, authority, and classification records through cooperative endeavors. As an indication of the enormous workload shouldered by CPSO, division staff replied to 14,160 email inquiries, including 9,053 from individuals or organizations external to the Library, and met with nearly 700 visitors.

The chief of CPSO represented the Library of Congress in the Joint Steering Committee for Revision of the Anglo-American Cataloguing Rules (JSC). Work on a new cataloguing code, underway for more than two years, gained considerable momentum this year with a new approach to the standard, which would be named *Resource Description and Access (RDA)* and planned for issuance in 2008. The chief presented five rule revision proposals representing the Library's official position on issues before the JSC. These documents were the product of consultations throughout the Library's cataloguing units in ABA and the Collections and Services Directorate. The staff of CPSO also prepared position papers or commentary on the nature, organization, and format of the new code. Policy specialists in CPSO also proofread the 2005 revisions to AACR2 and managed LC's implementation of that final update to the old code.

The chief of CPSO was elected chair of Division IV: Bibliographic Control of the International Federation of Library Associations and Institutions (IFLA) this year. She was active in a major long-term initiative, the Statement of International Cataloguing Principles, issued by the IFLA International Meeting of Experts on an International Cataloguing Code (IME ICC), which continued its regional meetings to reach global agreement on an updated set of basic cataloguing principles that underlie all the major cataloguing codes used throughout the world. The chief was the leader of the IME ICC Planning Committee and the primary moderator of these meetings.

The Library of Congress Classification (LCC) database, Minaret, which is now the official source for LCC, grew to 435,709 schedule records and 174,253 table records this year. Minaret's technological aspects as well as its content are managed by CPSO. Development of law schedules KIA-KIX, Law of the Indigenous Peoples of the Americas, gained momentum. The law classification specialist collaborated with staff at libraries where the materials are held, both at their home institutions and at the annual conference of the American Association of Law Libraries. Projects to digitize rare documents were pursued, and staff at LC began preparing to input more than a thousand manual bibliographic records for American Indian law. About 400 of those items (constitutions, bylaws and charters) are already fully digitized. This project led to review of the tagging of names of Indian tribes in authority records, the subsequent change of the tag from 110 (corporate name) to 151 (geographic name), and use of the form of the name recognized by the U.S. government and published and updated by the Department of Interior, Bureau of Indian Affairs in the Federal Register. Various

religious law schedules have been in development or under revision for the last several years. This year several were posted on the Web for review by selected libraries. Subsequently, KB (Religious law in general), KBM (Jewish law), and KBP (Islamic law) were completed, and a new edition of KB Religious Law was published by CDS. The new edition includes these three subclasses as well as updated versions of KBR and KBU. All of these KB subclasses are now valid for use in *Classification Web*. Meetings took place to consider a new classification development in PG for Bosnian literature.

The most important local policy development was the large number of bibliographic and authority records that were corrected by the members of the Database Improvement Unit (DBIU). The unit continued to be staffed by catalogers and technicians who volunteered for 120-day details. During the year, seven catalogers and two technicians corrected bibliographic, holdings, item, and authority records using BatchCat, a software program developed at Northwestern University and adapted for Library of Congress use. By the end of the fiscal year the DBIU had corrected over 475,000 bibliographic and authority records. Representative changes included replacing all occurrences of "Hygiene, Public" with the contemporary heading "Public health" and updating the established forms of name of more than 300 musical composers.

The directorate's automation specialist developed some new variations of the BatchCat process for correcting large numbers of records at one time. Methods for changing incorrect tags to the correct form were implemented, as well as a method for refining a group of records so that only certain characteristics of those records could be separated from the larger category and corrected. In addition the ability to correct fields tagged 1xx and 7xx were implemented. These developments have greatly increased the kinds of corrections that can be efficiently completed using BatchCat.

As part of the bibliographic access divisions' strategic plan for fiscal years 2005 and 2006, CPSO began a long-term project to update cataloging documentation to remove references to discontinued legacy systems and to reflect current policies and practices. To ensure that the Library's cataloging documentation is geared to the needs and goals of its customers, the project began with two questionnaires, one sent to catalogers at the Library of Congress and the second to all Cataloging Distribution Service customers, to solicit their opinions about the documentation and their ideas for improving it. More information was available on the CPSO Website in order to reach an even wider audience. The actual revision of the documentation began with updates to the most widely used descriptive cataloging documentation, the *Descriptive Cataloging Manual* and certain of the *Library of Congress Rule Interpretations (LCRI)* to the *Anglo-American Cataloguing Rules, 2<sup>nd</sup> Edition (AACR2)*.

After much work by a subcommittee of the Library's Music Cataloging Advisory Group, the *Music Cataloging Decisions (MCD)* were merged into the *LCRI* and the *MCD* series terminated as of June 2005. The consolidation enabled CPSO to cancel obsolete *MCDs* and meant that catalogers of all formats now needed to consult only one body of Library of Congress commentary on AACR2.

### RLIN 21 Implementation

The Regional and Cooperative Cataloging Division, AFAOVOP, and the NUCMC Team, SMCD, which create and update bibliographic records in the RLIN bibliographic utility maintained by RLG, Inc., implemented the Web-enabled RLIN21 technical services client this year. The implementation had a significant negative impact on production of monograph records for languages in the JACKPHY scripts (Japanese, Arabic, Chinese, Korean, Persian, Hebrew, Yiddish, and related languages) throughout the year. Staff devoted many hours to testing the client and reporting problems to RLG before the implementation. For several months after RLG migrated its databases to the Web-based client on March 1, data integrity problems, downtime and slow time continued. Staff commendably persevered and were highly productive during the last quarter of the year, and RCCD's production rose by seven percent from the previous fiscal year. The ABA and Technology Policy directorates continued to report problems to RLG into the next fiscal year.

The ABA directorate also contributed to preparations for the upgrade of the LC ILS to the Voyager with Unicode release early in fiscal 2006. Staff in CPSO and the production divisions attended Unicode cataloging policy planning meetings for nonroman scripts. A team of cataloging experts conducted tests of nonroman searching for the ILS Program Office, focusing on Voyager's indexing of different scripts and the effects of spacing on filing and retrieval.

### Workflow Innovations and Efficiencies

Two bibliographic access divisions introduced innovations in copy cataloging workflows this year. In one, HLCD embarked on an ambitious program to train all but one of its cataloging technicians to perform copy cataloging of English-language monographs. By year's end, the division's management was confident that all eleven participants would achieve full independence in the descriptive aspects of this type of cataloging.

Catalogers were assigned to carry out one-on-one training throughout the year, and many voluntarily performed shelflisting and end-stage processing in order to free technicians' time for copy cataloging. Although production of original cataloging was impacted by the time diverted to training, HLCD produced nearly 12,000 copy-cataloged records, an increase of more than twenty percent over the previous year's production. The project resulted in less costly bibliographic access to thousands of titles, and by the end of the project next year, HLCD expected to realize cumulative benefits in overall production.

Also this year, ASCD became the first division to assign all copy cataloging to technicians. The hypothesis underlying this pilot was that technicians dedicated to performing whole item copy cataloging would be more efficient and effective than if they also had other duties. A corollary hypothesis was that the deliberate and ongoing search for available copy, as performed by technicians on new full or core-level cataloging receipts, would provide even more cataloging copy, thereby further improving overall production. As a concomitant of the new copy cataloging workflow, catalogers were required to complete call numbers and perform some end-stage

processing of materials they cataloged. Division production of copy cataloging increased by thirty percent from 9,725 titles in the previous year to 12,670. As a result of the pilot, hours devoted to full cataloging production decreased by fifteen percent, from 67,582 to 57,231 hours. Full cataloging production, however, dropped by only nine percent, because productivity gains of 4% were realized from the new workflow embodied in the pilot.

*Law materials processing.* The ABA Directorate was able to streamline workflows between its divisions and the Law Library of Congress, significantly improving the throughput time for Law materials while eliminating redundant work in the ABA divisions. A library technician on the Law Team, SSCD, provides labels for all items processed by that team, greatly improving throughput time to the stacks as hardcover materials do not go to the Binding and Collections Care Division. Copy cataloging is now processed by cataloging technicians with the assistance of catalogers only when needed to create authority work or add Library of Congress Classification numbers. Starting in June, looseleafs, supplements, and pocket parts were sent directly to the Law Library upon receipt. Looseleafs were returned to the Law Team only if they required a new bibliographic record. This simple change has resulted in a dramatic reduction in the number of physical pieces that need to be handled by the team. The Law Team also stopped referring every title to the Law Library for a selection decision, since Law Team members are qualified to determine which materials are in scope, although they continued to refer problematic materials to the Law Library for selection decisions. To facilitate this process, the Law Library provided a list of "Law Library selection guidelines." The increasing willingness of the team's catalogers to shelflist and provide end-stage processing also dramatically reduced throughput time and allowed cataloging technicians to concentrate on other activities, especially copy cataloging. As a result of these changes, the Law Team completed nearly 2,000 more items in fiscal 2005 than it received--20,413 items completed, representing an increase of more than 4,000 items over the previous year.

*Serials cataloging.* The Serial Record Division accepted a mandate at the beginning of the fiscal year to improve efficiency and throughput time in cataloging serials. The cataloging sections fully implemented copy cataloging by technicians and whole-serial original cataloging by professional catalogers, who now complete the descriptive and subject aspects of original cataloging. By year's end, all senior cataloging technicians independently performed CONSER copy cataloging and several independently cataloged non-CONSER copy, which requires more judgment and application of cataloging rules. These levels of proficiency, achieved within less than a year, are a testament to the trainees, trainers, and supervisors. In all areas of serial cataloging, working backlogs were reduced, generally to no more than six months' work on hand; the move of serials to the stacks was greatly improved; and SRD was able to assist in clearing 2,000 in-process serials that had been stored for several years in the Serial and Government Publications Division. With assistance from RCCD, SSCD, ELAD, and the Asian Division, SRD eliminated its backlog of Lithuanian and Latvian and reduced its backlogs of Central Asian and Ukrainian titles.

In fiscal 2004, the bibliographic access divisions had worked with a contractor to specify data elements for an access-level record that would emphasize subject access while considerably simplifying bibliographic description. Testing of the access-level record this year indicated that cataloging of Internet sites proceeded approximately twice as fast using the access level.

The directorate increased its collaboration with the United States Government Printing Office (GPO) this year. A GPO cataloger began training to assign ISSN to U.S. Government serials, under NSDP's oversight. The Business and Economics (BE) Team, SSCD, trained GPO personnel to assign LC classification numbers to Congressional publications, which in turn were shelflisted by the BE Team. In return, GPO sent staff to work on the BE Team in the summer of 2005. They provided high quality, timely cataloging that included links to the electronic versions of the documents.

*Team leader vacancies.* Since vacancies in team leader positions had caused several teams to function without permanent supervisors for a year or more, the bibliographic access divisions merged several pairs of teams this year. The two Japanese teams in RCCD were now managed by a single team leader; the South Asian Languages and Southeast/South Asian teams, RCCD were officially merged into one team; the two Arts and Architecture teams, ASCD, were now managed by a single team leader; and the Education, Sports, and Recreation Team, SSCD, was dissolved in July 2005 and its members reassigned to other teams. The mergers ensured timely and effective performance and workload management in all divisions.

In the last quarter of the fiscal year, the director charged a small task force to propose new high-level workflows that would optimize use of scarce language and subject expertise, permit more use of information technology, improve throughput time, and reduce costs in acquisitions and cataloging work. The task force presented new workflows to the director and ABA chiefs near the end of the fiscal year. Work would continue into the new fiscal year on refining new workflows and developing a new organizational structure and new position descriptions to accomplish a full merger of acquisitions and bibliographic access.

#### Cataloging Distribution Service

The Cataloging Distribution Service (CDS) is the distribution arm for the Library's cataloging records and cataloging-related publications and tools. Catalogers within the Library of Congress and in libraries throughout the world use the standards and technical publications distributed by CDS to organize library collections for effective access. CDS administers the cataloging distribution program as a cost-recovery service under the authority of 2 U.S.C. 150.

CDS goals for fiscal 2005 were to enhance and extend the reach of the Library's cataloging products and services through marketing and product development initiatives; to sustain cost-recovery operations; and to plan for infrastructure improvements for improved customer service.

CDS successfully sustained cost-recovery operations. Earned receipts totaled \$4,157,995, with an additional \$694,400 in products and services provided to internal Library customers. Approximately seventy percent of CDS revenue was from the sale of content delivered to customers in digital form—39.1 percent through Web-based services (compared to 26 percent in fiscal 2004), and 31.2 percent through FTP (File Transfer Protocol) MARC (Machine-Readable Cataloging) Distribution Services (no change from fiscal 2004).

Tangible products accounted for approximately 30 percent of revenue—28.3 percent from hard copy (compared to 32 percent in fiscal 2004) and 1.4 percent in CD-ROM. Tangible-product sales have declined gradually over the last decade as customers have migrated to digital products. In the last two years, revenue from hard copy print publications declined by approximately six percent. All of the content that CDS publishes in hard copy is also available in electronic form in one of two Web-based products, *Classification Web* or *Cataloger's Desktop*.

In fiscal 2005 CDS distributed products and services to 4,507 active accounts. Academic libraries and other educational institutions continued to be the major audience for CDS products and services, closely followed by profit and non-profit information services organizations. Most school and public libraries are served indirectly by CDS, through the value-added products and services of commercial firms that subscribe to CDS's bulk-record cataloging files. As in the past, Canada was the country with the most customers for CDS products and services outside the U.S.

One of the year's successes was the completion of the first full renewal cycle for the Web-based subscription service, *Cataloger's Desktop*. This database of cataloging tools was initially released to the marketplace in June 2004. By the end of fiscal 2005, there were 755 subscribers and 4,480 concurrent users, an increase of 64 percent and 43 percent, respectively, over the 272 subscribers and 2,568 concurrent users at the end of fiscal 2004. The migration of customers from the CD-ROM version to the Web version occurred more quickly than CDS had anticipated, and fiscal 2005 was the final year for CD-ROM as a CDS distribution format.

The other CDS Web-based product, *Classification Web*, completed its third full year of sales. *Classification Web* enjoyed a successful year as a new correlations feature enabled users to enter Dewey classification numbers and view related Library of Congress classification numbers and subject headings.

To increase the reliability of service to customers, CDS contracted for the migration of *Classification Web* from a server within the Library to a server hosted by an off-site commercial service. The transition to a commercial hosting service enabled CDS to take advantage of expanded server support and to provide customers around the world with 24/7 access. The effective date for the move was March 7, 2005.

CDS also contracted for a major upgrade to the *Classification Web* software to make it Unicode-compliant.

Print products comprised slightly more than 28 percent of total revenue. The 28<sup>th</sup> edition of the five-volume *Library of Congress Subject Headings* (LCSH) was published, and eight new editions of *Library of Congress Classification* schedules. For the second year in a row, CDS exhausted the print run of LCSH within a few months of its publication. More than 2,100 sets were sold.

CDS continued the collaborative development and distribution of cataloging and metadata training materials in support of the Library's leadership role in the emerging digital environment. To support the Library's cooperative initiatives to prepare and train cataloging professionals for the digital environment, CDS published the manuals for two new training courses and developed a Web portal, *Cataloger's Learning Workshop*, to Internet training resources. The two training courses introduced in fiscal 2005 were *Rules and Tools for Cataloging Internet Resources* and *Basic Creation of Name and Title Authorities*, both published in PDF (Portable Document Format) for ease of reproduction. Additional courses are scheduled for publication next year. Three other courses--*Basic Serials Workshop*, *Advanced Serials Workshop*, and *Integrating Resources*--were updated and released in May 2005.

An enhancement to the MARC Distribution Services was the distribution of 1,117,281 "OCLC replacement" PreMARC records between April 11 and September 16, 2005. CDS also participated in planning for the Unicode upgrade of the ILS and in the planning for the migration of the U.S. Copyright Office databases from the ITS mainframe to the same server on which CDS databases will be maintained.

Additionally CDS coordinated with the U.S. Government Printing Office (GPO) to plan for the transition of the distribution service for GPO cataloging records from CDS to GPO. The implementation of GPO's new ILS makes it possible for GPO to distribute its cataloging records directly to customers.

CDS completed the phase-out of its "foreign MARC" distribution services with the successful transition of the Books Canada distribution service to Library and Archives Canada (formerly called the National Library of Canada) effective January 1, 2005. As was the case with GPO, Library and Archives Canada was able to assume responsibility for distributing its own MARC cataloging records following the implementation of a MARC-based ILS.

#### Instructional Design and Training

The Instructional Design and Training Division (IDTD) can boast of some major accomplishments in fiscal 2005. The division mounted Quick Tips on a variety of topics on the IDT (Library Services training) Website, outlined a training program to prepare staff for Library Services' digital future, moved the division to the Adams Building, created a Web page for the new Collections Development Roundtable, and provided

training to Copyright staff in the Voyager System. The division trained 2,051 staff members in fiscal 2005, whereas in fiscal year 2004 the division trained 2,559. Of those 2,051 staff members, 1,045 were from Library Services. This year, 518 LS staff, or 26.4 percent, attended at least one IDTD course. In addition, Library Services staff attended 178 external training classes at a cost of \$145,094.00 for an average course cost of \$815.13.

As IDTD moves further into Web-based training, it is harder to capture training statistics. The division knows, however, that the Quick Tips are being heavily visited and that staff like them from ITS statistics on how frequently the site is visited. Quick Tips now form a major part of IDTD's training program.

Throughout the year, IDTD reported the difficulty of keeping meaningful statistical records on training. The division no longer managed the Pathlore System in which the Library's training statistics are kept, and personnel records in the system have not been updated for three years. No reliable data on attendance of Library Services staff at classes offered by the Library's Center for Learning and Development for the entire 2005 fiscal year are available, therefore.

Throughout the fiscal year, IDTD taught 182 sessions of 124 different courses in 564 hours of instruction. The division designed and taught twenty-five new courses of approximately three hours' duration each and revised twenty courses. The IDTD instructors spent 1,216 hours in course development. Course development work by temporary IDTD staff added an additional 360 hours, for a grand total of 1,576 hours spent on course development. The division stressed the reuse of training materials so that instructors could more rapidly complete the development of new courses that bore a relationship to an existing one.

The division completed and mounted fourteen new Quick Tips, short online simulated training segments on a feature or features of an application. The trainee feels as if he or she were actually working in the application. Hot spots are embedded in the Quick Tip that allow the trainee to open to different simulations of the application. The new Quick Tips included five about *Cataloger's Desktop*, four about the Library's GroupWise email system, two about the Library's financial system Momentum, and two on computer management. IDTD now has nine Quick Tips related to *Cataloger's Desktop*. The division began to offer training for the Web version of *Cataloger's Desktop* as a blend of classroom time and time spent at the individual student's workstation using the Quick Tips. Feedback on the blended learning class method was very positive.

Two IDTD instructors spent considerable time training staff in the U.S. Copyright Office. In February and March, one instructor designed, developed, and taught a six-hour course for Copyright examiners who participated in an experiment to select copyrighted materials for the collection. In June, the chief and instructors met with Copyright staff to develop a training plan for migrating that service unit to the Voyager ILS for their daily work, as well as a financial arrangement for Library Services to be reimbursed for

IDTD's services. The two instructors developed and taught four courses for Copyright staff: Web OPAC Staff Searching (three classroom hours); Cataloging Module Staff Searching (six classroom hours), which focused on retrieving Copyright registration data via the Cataloging Module with emphasis on the recognition of Copyright data in the MARC view; COPICS to MARC (six classroom hours), focusing on interpreting MARC 21 records that would be migrated to Voyager from COPICS, Copyright's legacy system; and Creating Serial Records in Voyager. Two IDTD instructors coached Copyright staff trainers in delivering the Voyager courses that IDTD developed.

The division created several courses to support the copy cataloging pilots in which cataloging technicians import and complete bibliographic records. Since the success of the copy cataloging pilots depended on having professional catalogers complete the call numbers in their original cataloging, IDTD developed a six-hour course on completing the bibliographic record and creating/updating holdings and items records. Technicians and others attended a three-hour course, Concepts of Authority Control for Library Technicians: Viewing and Interpreting Authority Records. Other courses developed for the pilots included Z-Processor and Searching, Validating, and Formulating Descriptive Aspects.

The IDTD training plan for the Library Services Digital Futures Training Series was accepted by the associate librarian this fiscal year, and IDTD began work on developing the eleven course modules, which all will focus on enabling staff to meet the needs of the Library's end users. The initial modules will introduce users to the Web, the next few will focus on particular search engines, and the final modules will examine electronic resources.

All courses designed by IDTD in fiscal 2005 were developed in such a manner that they can be added to IDTD's list of standard course offerings and be made available on an ongoing basis to staff within Library Services. Every trainee attending an IDTD course received handouts and exercises, prepared by the course designer, that contained or reinforced the essential knowledge delivered and skills learned in the classroom.

## Appendix A: Significant Acquisitions

The staff of the Acquisitions and Bibliographic Access Directorate worked to acquire nearly one million items for the Library's collection in fiscal 2005. Some of the most significant acquisitions are listed below.

The Anglo-American Acquisitions Division acquired databases such as *RDB Rechstdatenbank* (Austrian Legal Database purchase subscription) and *Comintern: Electronic Archive of Communist International* (gift); *Declassified Document Reference System Archive*; *Digitale Bibliothek Deutscher Klassiker*; *Early American Newspapers (1690-1876)*; *Eighteenth Century Collections Online* (2<sup>nd</sup> purchase installment paid); and *JSTOR Arts & Sciences II*; *JSTOR Arts & Sciences III*; and *JSTOR General Science Collection*.

Under an agreement with DIRSA, a Mexican subscription agent, ELAD began acquiring 149 Luso-Hispanic electronic journals, which were made available on the Library of Congress campus via the Library's Electronic Research Tools Website. Each journal was individually recommended, rather than being sold as a package, enabling the Library to pay only for titles needed for its collection. An additional 190 *SciELO* e-journals were made available to users via the Electronic Research Tools Website. *SciELO (Scientific Electronic Library Online)* is an electronic library containing selected Brazilian, Spanish, Spanish Language Caribbean, South and Central American scientific, medical and social science journals. *SciELO* provides access to full-text articles, searchable by author, subject and title. The *SciELO* online library is being developed by Fundação de Amparo à Pesquisa do Estado de São Paulo in partnership with the Latin American and Caribbean Center on Health Sciences Information.

The African and Middle Eastern Acquisitions Section (AMEAS), AFAOVOP, acquired *Otzar ha-Hokhmah*, an Israeli database containing over 15,000 Hebrew books.

Subscriptions to several important databases in under-represented areas were placed this year, including: *AllAfrica.com*; *Black Studies Database*; *China Data Online*; *Chosun Ilbo Archive*, *Kropia*, and *DBpia* (three Korean databases).

Using GENPAC and divisional funds, ANAD acquired: a collection of letters and song lyrics by folksinger Woody Guthrie for the American Folklife Center; for the Geography and Map Division, a rare German map of the California Gold Rush region, created in 1849; ten maps of the United States, purchased from Michael D. Heaston, and a collection of 454 hydrographic charts of China; for the Manuscript Division, correspondence between Supreme Court Justice Felix Frankfurter and Herbert Bayard Swope. For the Music Division, ANAD purchased a George Gershwin manuscript and autograph manuscripts of Jerome Kern's song "The Last Time I Saw Paris" and Felix Mendelssohn's "Der Zitherspieler" and "Abendlied."

For the Prints and Photographs Division, ANAD acquired two panoramic photographic

views of the Los Angeles area, made in 1909 and 1887, and eighty-two art posters from Iran. Notable additions for the Rare Books and Special Collections Division included Johannes Bourgesius's *Vitae, passionis, et mortis jesu Christi* (1622). Gifts to the Manuscript Division, arranged through the gift coordinator in the Anglo/American Acquisitions Division, included the personal and professional papers of the late Katharine Graham, publisher of the *Washington Post*, and the late *Post* columnist Meg Greenfield; and original art by the late cartoonists Will Eisner and Lou Grant. Supreme Court Justices Sandra Day O'Connor and Ruth Bader Ginsburg deposited tens of thousands of items with the Library this year. World-renowned architect, 88-year old I.M. Pei closed his New York office in 2005 and sent to the Library over 20,000 items including drawings, models, and business papers. At the end of the fiscal year, the publisher and founder of the nationwide newspaper *USA Today* signed an instrument of gift to send his personal and professional papers to the Library.

The African/Asian Acquisitions and Overseas Operations Division significantly improved the Library's holdings of African, Central Asian, and Iranian materials this year, using a special one-year Congressional appropriation and new or reinvigorated exchange agreements with several national libraries. Summer contractors traveled to Liberia, Cape Verde, Burkina Faso and Gambia to survey publishing trends, and new bibliographic representatives were hired for Sierra Leone, Guinea and Burkina Faso, after the summer contract indicated the level of publishing in those countries warranted it. The summer contractor in Liberia obtained 665 publications for the Library, including thirty maps representing all fifteen Liberian counties.

For South Africa, AMEAS revived exchange agreements with the Nelson Mandela Metropolitan University that resulted in the receipt this year of more than 200 titles, including many on education and religion. New exchanges were established with the Africa Institute of South Africa and the Electoral Institute of Southern Africa, an NGO (nongovernmental organization), to acquire for the Library important materials on topics of interest to Congressional Research Service analysts and to the Congress.

Coverage of the Iranian and Turkic world also improved through AMEAS' use of both purchase and exchange agreements with national libraries in Azerbaijan, Kazakhstan, Kyrgyzstan, and Turkmenistan. The exchange with the National Library of Iran, invigorated after the Librarian of Congress visited that country in November of the fiscal year, resulted in the receipt of 180 titles, including a special gift to Dr. Billington of twenty books. In addition, AFAOVOP was able to purchase 464 Iranian books and eighty-two art posters from Iran, and during a personal visit to Iran, a staff member acquired more than 100 posters and other non-commercial publications dedicated to women's issues and not available from the Library's vendor. The Library received the archives of the Center for Iranian Jewish Oral History in Los Angeles as a donation and acquired 1,500 Iranian music compact discs, representing artists banned in Iran.

The Chinese Acquisitions Section focused on Chinese books of interest to the Congress and on large Chinese databases. Important acquisitions included *China Data*

*Online*, a database of monthly and annual macroeconomic statistics, city, county, industrial sector data and census reports accessed through All China Data Center at the University of Michigan; *Si ku quan shu (Wen yuan ge edition)*, a CD-ROM standalone version of the 1782 Chinese encyclopedia, containing 79,000 titles digitized from more than 36,000 volumes; and *Taiwan wen xian hui kan*, a 100-volume set containing reprinted works of historical documents, local gazetteers, manuscripts and rare books on Taiwan compiled by Xiamen University and Fujian Teachers University. Through the American Center for Mongolian Studies in Mongolia, AFAOVOP purchased a collection of 381 Mongolian rare books and journals on law.

Acquisitions of Japanese and Korean materials were also impressive this year. The Japanese, Korean, South, and Southeast Asian Acquisitions Section (JKSSAS) assisted the Motion Picture, Broadcasting, and Recorded Sound Division in acquiring the Bernard Krisher Collection of 450 interviews, on compact discs, with Asian dignitaries providing first-hand documentation of major developments in Asia from 1962 to 1983, while Mr. Krisher was the Tokyo bureau chief for *Newsweek* and *Fortune* magazines. *The Complete Works of Toru Takemitsu*, in five Japanese-language books and 55 music compact discs, was acquired to support the Library's "Tribute to Toru Takemitsu Mini-Festival" held September 26 to October 8, 2005. Japanese journals on nanotechnology and biotechnology, two research fields in which Japan is a world leader, were acquired. The section also started negotiations to access an electronic database collection, as a part of the LC exchange program with the National Assembly Library of Korea (NAL). At year's end, computer security and copyright issues remained to be resolved.

The Library's overseas offices acquired for the Library's collection a limited edition of a book by celebrated Brazilian writer Paulo Coelho, with illustrations by artist Cristina Oiticica, entitled *Caminhos Revividos*; ten *Iontar*, Balinese manuscripts written and illustrated on palm leaves; 291 current monographs from Turkey, including many important history books, dictionaries, and expensive multi-volume books; and hard-to-acquire maps of India and Sri Lanka.

Acquisitions related to Latin America received special focus in ELAD this year. The division purchased the *Cuban Exile Collection (Part I: Newsletters)*, a recognized source of materials documenting the Cuban-American experience, on 234 microfilm reels from ProQuest Information and Learning; *Obra Historico-cronológica - Vicente Lombardo Toledano* in forty-five volumes; and *Historia de las Misiones Franciscanas y narración de los progresos de la geografía en el oriente del Perú (1619-1921)* by Bernardino Izaguirre (Fr. OFM), in fourteen volumes. In addition, ELAD received the gift of a five-volume history of Panama, *Historia General de Panamá* (Panamá: Comité Nacional del Centenario de la República, 2004), by Alfredo Castillero Clavo.

Significant acquisitions from Europe included rare books, nineteenth-century Russian provincial records, and 200 Central and East European local and family histories. Two of the most valuable rare items acquired by ELAD were *La Reggia in Trionfo per*

*'l'acclamazione, e coronatione della Sacra Real Maesta di Carlo Infante di Spagna* (Palermo : Regia Stamp. d'Antonio Eprio, 1736), purchased from Libreria Antiquaria Pregliasco; and I. Paulini's *Alfabeto latino di iniziali mainuscole animate da figure mitologiche su fondi* (dated 1570, publisher and place of publication not known), which ELAD purchased from Libreria Antiquaria Gonnelli for RBSCD.

For the Law Library of Congress, ELAD acquired on exchange from the Biblioteca Nacional de Chile, the Library's official exchange partner in that country, seventeen volumes of the *Recopilación de leyes y reglamentos; con índices, numérico, por Ministerios, Temático y de Notas*, produced by the División de Coordinación e Información Jurídica, Contraloría General de la República de Chile. This important law publication, containing the articles and revised laws of Chile's General Republic's Organization and Comptrollership, is published in very limited editions and is not available by purchase.

## Appendix B: Office of the Director

The staff assigned to the Office of the Director reported the following major activities in fiscal year 2005.

Beacher J.E. Wiggins is the Director for Acquisitions and Bibliographic Access, chairs the Bibliographic Access Management Team and the Acquisitions Management Group, and co-chairs the Library of Congress Collections Policy Committee. In addition to having executive responsibility for the work of more than 800 staff members in fourteen divisions and the Acquisitions Fiscal Office, Mr. Wiggins was the Library of Congress representative to the Standing Committee on Bibliography of the International Federation of Library Associations and Institutions and helped to plan the Bibliography Section's program at the World Library and Information Congress/71st IFLA General Conference and Council in Oslo, Norway, in August. He chaired the Library of Congress Action Plan Steering Group, which oversees the action items in *Bibliographic Control of Web Resources: A Library of Congress Action Plan*. He is active in the American Library Association as well.

Harold S. Boyd is the Cataloging Reference Librarian. He acquired and managed inventory for the Cataloging Reference Collection of nearly 10,000 print volumes, ensuring that all staff in the bibliographic access divisions and Serial Record Division had ready access to the reference tools that they used most heavily. He chaired the Cataloging Reference Collection Steering Committee. In the latter part of the year, Mr. Boyd and the Steering Committee developed a transition plan for the management of the Cataloging Reference Collection after his expected retirement in fiscal 2006.

Shirley M. Gorham is the administrative assistant in the Office of the Director and the Acquisitions Fiscal Office. She handled the Director's calendar, personnel matters, correspondence, and filing, prepared Momentum requests, travel authorizations, and vouchers for staff in the Office, and processed WebTA (Web-enabled time and attendance records) for all staff who report directly to the Director. During the move of Library Services offices staff out of Room LM642 into temporary working quarters and back to the renovated office in LM642, Ms. Gorham oversaw all packing and storage of files and work materials for herself, the Director, and his assistant in LM642. She weeded and consolidated the directorate's files in order to fit the most important files into the new work space. Ms. Gorham was also the Combined Federal Campaign keyworker for the entire Library Services office, October through December 2004.

Allene F. Hayes is the Digital Projects Coordinator for the ABA Directorate and a member of the Bibliographic Access Management Team. She served as the system administrator for the TrackER electronic traffic manager for in-process digital content; recommended MODS templates and assisted with the design and cataloging of the Library's Iraq War digital archive and other digital collections; performed quality control of ABA-produced metadata for digital collections, and represented the Director to numerous visitors interested in bibliographic control of digital content. Ms. Hayes had a

leadership role in the Web archiving and harvesting initiatives undertaken by ABA and the Office of Strategic Initiatives. She was active in ALA and was secretary and incoming chair of the Electronic Resources Interest Group of the Association for Library Collections and Technical Services (ALCTS), an ALA division.

Judith A. Mansfield served as acting Assistant Director for Bibliographic Access during the first half of the fiscal year, a collateral duty with her permanent position as chief of the Arts and Sciences Cataloging Division. She oversaw preparation of the bibliographic access divisions' fiscal 2005 budget request and strategic planning. She co-chaired the ABA Workflow Task Force and served on the Library of Congress Action Plan Steering Group, with a liaison role to the ALCTS Task Force on the LC Action Plan. Ms. Mansfield served as the LC representative to the ALCTS CCS Copy Cataloging Discussion Group and on the ALA 2006 Conference Program Coordinating Team as the representative from the Association for Library Collections and Technical Services (ALCTS, an ALA division) and organized the national libraries' cataloging managers' meetings at the Library of Congress in April and at the IFLA General Conference in Oslo.

Susan R. Morris is the assistant to the Director for Acquisitions and Bibliographic Access, focusing on the bibliographic access divisions in 2005. Ms. Morris also drafted the service unit annual report, the Library of Congress report to the Conference of Directors of National Libraries, and the briefing documents for Library staff who attended the American Library Association Annual Conference and Midwinter Meeting. As a member of the Library of Congress Action Plan Steering Group, she had personal responsibility for three action items in the Action Plan—planning the RUSA/LC Forum on Metadata for Reference Needs at the Annual Conference and Midwinter Meeting; reporting to the Digital Library Federation on the Library's digital research and initiatives; and monitoring development of a catalog user feedback tool. She served on the Bibliographic Access Management Team and the ABA Workflow Task Force. Ms. Morris represented the ABA Director and Directorate to more than 200 visitors during the year.

Joseph A. Puccio is the assistant to the Director for Acquisitions and Bibliographic Access, focusing on the acquisitions divisions during the year. Mr. Puccio served on the ABA Workflow Task Force and drafted the Library-wide Stewardship Report, which is ultimately submitted to the Department of the Treasury. He bore chief responsibility for the Duplicate Materials Exchange Program and planned and monitored the launch of the DMEP Web interface in August. Mr. Puccio served as the secretariat for the Library-wide Collections Policy Committee. Both assistants to the Director served as approving officials in the Library's financial management system, Momentum, and worked closely with the Director, the chiefs, and the Library Services Administrative Services Division to prepare the ABA budget requests for fiscal years 2005 and 2006.

David W. Reser, senior cataloging policy specialist in the Cataloging Policy and Support Office, was detailed to the Office of the Director as acting digital projects coordinator for

much of the fiscal year. He oversaw a test of the newly defined access-level record for remote-access electronic resources, demonstrating that this level of cataloging can be produced at much lower cost than full-level cataloging. Mr. Reser carried out several other digital projects while serving in the Director's office and, throughout the year, took a leadership role in the Web archiving and harvesting initiatives undertaken by ABA and the Office of Strategic Initiatives. Mr. Reser continued to serve on the Bibliographic Access Management Team after his detail concluded.

David Williamson is the ABA Cataloging Automation Specialist. He served on the Bibliographic Access Management Team and the ABA Workflow Task Force. As an active participant in the Book Industry Study Group's ONIX working group, he furthered development of the ONIX book industry information exchange standard and obtained unprecedented access for the Library of Congress to publishers' ONIX data. He developed and maintained software for nearly automatic generation of bibliographic data for digital works in series (the Web Cataloging Assistant programs) and for automatically searching and adding copies to the catalog. Mr. Williamson is responsible for developing software that enables ABA staff to update catalog records as well as provide loading services of records for various purposes, including the Casalini shelf-ready project and the OCLC replacement PreMARC record project.